

**CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE
EXECUTIVE COMMITTEE**

July 27, 2004
8:30 AM
801 University Union

Draft Minutes

Present: Ron Addis, Richard Cowan, Cindy Long, Lynn Boiter, Chris Sober, Corey Ferrier, Jenny Peay, Phil Landreth, Dan Schmiedt, Jean Kopczyk, Lawrence Nichols

Absent: Barbara Bergman, Dexter Hawkins, Gary Pye

1. **Approval of Minutes:** The April 27, 2004 Minutes and the May 25, 2004 Minutes were approved with corrections.
2. **Announcements from the President:**
 - A. **Academic Council**, Richard Cowan: No Report.
 - B. **Administrative Council**, Lawrence Nichols:
 1. **Ombudsman position:** The proposal will be taken to the Academic Council for consideration.
 2. **Compensation Philosophy and Roadmap Funds:** There have been discussions about allocating a specific amount of money annually for staff raises however no definite decision has been made.
 - C. **Board of Trustees**, Ron Addis: The BOT voted to increase tuition 12.7 %. Clemson has identified 7.5 million in internal savings that helped to minimize the increase. Scholarship funding was increased by 3.9 million.
 - D. **Governmental Affairs**, Richard Cowan: There will be an increase in health care benefits.
 - E. **President's Cabinet**, Ron Addis: No Report. Will meet in August. There have been discussions about expanding the CATS bus route.
 - F. **Other:**
 - 1) **Human Resources**, Lawrence Nichols:
 1. **Staff Bonuses:** Departments now have the flexibility to give bonuses above \$1,000.00 however bonuses can only be given once per fiscal year.
 2. Employees seem to like being able to view their pay stubs on-line. The only drawback of viewing pay stubs on-line is that everyone doesn't have direct deposit.
3. **Treasurer's Report**, Cynthia Long: E&G fiscal year budgets for OTHER and TRAVEL 2005 is the same as 2004. \$5,090.00 for OTHER and \$1,000 for TRAVEL. We do have a remaining balance from FY04 in Performance Credits. The use of these funds is generally allowed for specific one-time needs within a departmental area such as a computer or printer, etc. The CSS Annual Fund currently has a balance of \$13,210.78. I will be requesting an updated report of donors after the Foundation/Development Offices close their books for FY04. We will be funding 10 scholarships at \$1,150.00 for FY05. The CSS Endowment Fund currently has \$157,318.08 in the principal part of the fund. The transfer request for the funds raised during fiscal year 2004 (even though it was made prior to June 30) will be completed mid-September 2004. Thus, the change in principal will be reflected in FY05. The vending fund request for FY05 was made by Ron Addis and \$5,000 was awarded to CSS. The CSS vending fund allocation for FY04 did have a remaining balance. Ron has requested that those funds be carried over to FY05.

4. **Standing Committees**

- A. **Membership**, Chris Sober: The membership committee met on June 8, 2004, to discuss appointing a Senator-at-Large to fill an existing vacancy on the Classified Staff Senate Roster. There are currently five vacancies to be filled. Several of these are in areas in which the majority of personnel are located off campus and are unable or unwilling to travel to campus for meetings, or whose job duties do not permit them to serve as a Senator. It is the recommendation of the Membership Committee that in these cases, a classified staff member may be appointed by the Membership Committee to serve as Senator for the area, subject to approval by the Executive Committee. It is the stipulation of the Membership Committee that the person chosen should demonstrate a willingness to actively serve as Senator for the area. Ideally this person should have a connection to the area, either in physical location, a former employee of that area, or a former Senator. The appointment will be for a three year term, or in the case of a resignation, for the remainder of the existing term. It is the opinion of the Membership Committee that this option should be exercised only after an exhaustive search has failed to identify a classified staff employee who could serve as Senator. Attendance will be stressed at the next Classified Staff Senate Meeting on August, 10, 2004.
- B. **Communications**, Corey Ferrier: The next newsletter will be sent electronically to staff.
- C. **Policy and Welfare**, Dan Schmiedt: Have not met. Lawrence Nichols will set up a meeting date and time with the committee to discuss the ability for inside hires to receive pay increases above 15% when they accept a position of a higher level on campus.
- D. **Scholarship**, Jenny Peay: No report.
- E. **Activities**, Lynn Boiter/Gary Pye: (1) New Scholarship brochures will be mailed to all staff in August '04. Extra copies were also ordered for distribution during the Benefits Fair. (2) The Annual Awards Luncheon will be held on April 12, 2005. Facilities at the Madren Center are not available on this day. The McKissick Theater and Hendrix Ballroom have been reserved as back-up in case another location is not secured. Lynn Boiter will contact the Visitor's Center to check availability. (3) The Executive Retreat will be held on April 26, 2005 at 8:30 AM at the Martin Inn in Suite 430. Ron Addis will contact Tony McGuirt or Jeff Martin to ask that the fee be waived to reserve the Martin Inn.

5. **Unfinished Business**

- A. Staff evaluation of supervisors – Classified Staff Senate President Ron Addis will check the H.R. Policy Manual to see if this issue is addressed.

6. **New Business:**

- A. The Classified Staff Senate will make a request to be put on the Faculty Senate's Agenda or The President's Cabinet Agenda to discuss the Staff Scholarship brochure.

7. **Announcements:** None

8. **Adjournment:** There being no further business, the meeting was adjourned at 10:30 AM

Next Meeting: Tuesday, August 31, 2004, 8:30 AM, 801 University Union